



**"HOLDOVER"**

*"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remain unaffected."*

**Information Management**

**THE AIR FORCE PUBLICATIONS AND FORMS MANAGEMENT PROGRAMS--  
DEVELOPING AND PROCESSING PUBLICATIONS**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY.**

<p><b>NOTICE:</b> This publication is available electronically. Contact the Master Reference Library, 81 CS/SCSP, for assistance. The target date for discontinuing paper copies is Dec 96.</p>
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AFI 37-160, Volume 1, 15 Oct 96, is supplemented as follows:

**2.16.1. (Added)** A draft copy of all local publications (instructions, supplements and operating instructions) regardless of origin or scope of applicability, must be forwarded to Base Information Management Publishing Element (81 CS/SCSP) for editing and processing.

**2.16.2. (Added)** The base publications manager will assign a suspense for completion of all new or revised base publications utilizing AF Form 388. If the suspense cannot be met, it is the OPR's responsibility to obtain an extension by contacting the publications manager.

**2.16.3. (Added)** Forward all visual aids and nonpublication items requiring artwork/layout to Visual Info Services (81 CS/SCSV) prior to submitting to the Base Publications Manager. (Exception: 81 CS/SCSP must review all multicolor printing requests first.)

**3.1.4.2. (Added) (AETC Sup 1)** Authority to certify Keesler AFB directive publications is chief of staff agency or squadron commander level. For nondirective publications, the certifying official is a level of authority between the OPR (Project Officer) and approving official.

**3.1.4.3. (Added) (AETC Sup 1)** The Training Wing Commander or Vice Commander is the lowest authority to approve directive publications such as Keesler AFB instructions and supplements to instructions. Chief of staff agency and squadron commander level is the lowest authority to approve nondirective publications such as Keesler AFB Pamphlets, Indexes and visual aids.

**4.5.1. (AETC Sup 1)** All headings for publications, except OIs, will be produced in the same format as this supplement.

**4.10.1. (Added) (AETC Sup 1)** Local OPRs may rescind a base publication by the same method as outlined in the AETC Sup.

**4.14.** OPRs for publications or forms will complete and return the AF Form 1382 to the publications or forms manager no later than the suspense date on the AF Form 1382. If it is not returned by this date, the OPR for the publication or form must request an extension from the Publications/Forms manager.

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